

# DIS



*Achieve Thrive Excel*  
**Delano Intermediate School**

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## **Student / Family Handbook 2024 - 2025**

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*Approved: May 20, 2024*

700 Elm Avenue East  
Delano, MN 55328  
763-972-7602 Intermediate School Office  
763-972-3365 District  
[www.delano.k12.mn.us](http://www.delano.k12.mn.us)

**[Board Policies](#)**

## WELCOME TO DELANO INTERMEDIATE SCHOOL

Welcome to Delano Intermediate School. We are excited to work with all of our students and families throughout the school year. We value the partnership established between school and home as we work together to provide a supportive environment to nurture the physical, academic, social, and emotional growth of our students. If you have any questions regarding programming or the progress of your students, please contact the school office and/or your student's teachers and we will be happy to help.

Delano Intermediate School	763-972-7602
Attendance	Option 2, then leave a message
Fax Number	763-972-6876
Katie Thompson Principal	katie.thompson@delanoschools.org x1501
Greg Hinker Assistant Principal	greg.hinker@delanoschools.org x1502
Melissa Koch Administrative Assistant	melissa.koch@delanoschools.org x1512
Amber Eichten Administrative Assistant	amber.eichten@delanoschools.org x1511
Nicole Gohman School Social Worker	nicole.gohman@delanoschools.org x1515
Linda Holmgard School Nurse	x1520
District Food Service	x1907
DIS Kitchen	x1525
District Facilities Director	x1903
DIS Facilities	x1524
Stahlke Bus	763-972-3991

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**Office hours at Delano Intermediate School are 7:15 a.m. to 3:30 p.m. on school days.  
The Intermediate School office is closed during the month of July.**

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## **Part 1 - Information**

### **Birthday Parties**

When sending treats for birthdays, please consider sending a healthy snack option (i.e. gogurts, cheese sticks, craisins, raisins, yogurt covered raisins, pretzels, popped popcorn, crackers, etc.). The State Health Department requires that only commercially packaged foods be used in schools. For more information about the district wellness policy and preferred snacks/treats please refer to [policy 533](#). Students and families are also expected to be considerate of food allergies that may be present in the classroom, as notified by the teacher at the beginning of the school year if applicable.

### **Building Hours and Use**

The DIS office opens at 7:15 A.M. and closes at 3:30 P.M. Students must clear the building by 3:15 P.M. Students remaining at DIS after 3:15 pm must be in areas under the pre-arranged, direct supervision of a staff member. Students should not be left at school to wait for parent pick up after 3:15 pm. After school child care is available through [Tiger Kids Club](#).

Use of the building after hours is scheduled through [Community Education](#). Unscheduled entry into the school building or being on school property after hours constitutes a form of illegal entry or trespass. Entering the building through means other than unlocked doors is illegal. These acts may result in out-of-school suspension and police involvement.

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the [school district's website](#).

### **Childcare, Before and After School**

Before and/or after school care is available for students from 6:30 a.m. to 6:00 p.m. through Tiger Kids Club. Tiger Kids Club is located in the [Community Education](#) Building. Children will be bussed to and/or from Tiger Kids Club to the Intermediate School. Call Tiger Kids Club at 763-972-6210, ext. \*212, for specific information.

### **Employment Background Checks [\*]**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

### **End of Day Dismissal Plans**

At the beginning of the school year, parents will inform teachers of their student's normal dismissal plan. Staff will receive information regarding bus ridership at the beginning of the year. All students who take the bus will be dismissed to the bus parking lot on the north end of the building. Students who get picked up after school will be dismissed to door 2 and will wait there for pick up. Any deviation from the normal routine must be accompanied by a signed parent note.

### Fees [\*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Use of musical instruments owned or rented by the school district.
- Students will be charged for technology, textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

### Food Service

Meals are planned according to federal guidelines. We participate in the "OFFER VS SERVE" plan. Students must select a minimum of 3 out of 5 items at lunch. This option provides our students with the opportunity to choose the food for their meal and helps to reduce waste.

All students will have family meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/ user in the family to record individual meal purchases. Students will use their same 4-digit PIN throughout their Delano Schools career. The meal account is similar to a checking account and is debited each time a purchase is made.

Parents/Guardians are responsible for monitoring their student's account balance and to send payment on a regular basis to ensure the student is able to purchase a meal. Meal payments may be made in the school office or online through [Family Access](#). Families with multiple students have a joint family account. A single payment to a family account adds funds to all of the students associated with that account. Payments must be made by 10:00 a.m. each day to be recorded by lunchtime. When paying by check, write your child's first and last name in the memo blank on the check. Send all payments in an envelope with the family name, student name, and "Lunch Program" printed on the envelope. Please refer to [policy 534](#) "Unpaid Meal Charges" for information.

Free meals are available for families who qualify. Families who may qualify are encouraged to complete a confidential application. The information on the application is used for determining meal benefits. Applications are available on the [school website](#) and from the Food Service Office located in the district office. Free lunch applications must be renewed by October 1st each year. We encourage all eligible families to complete the application, regardless of their intent to accept support.

Students are not allowed to order food to be delivered to school. On special occasions, parents may bring special food items for their child to be consumed in the cafeteria. We encourage this to happen on special occasions only. If doing so, please pre-arrange for your child to pick up these items in the office at their designated lunch time. Office staff will not deliver messages for students to pick up delivered food. Due to space restrictions, parents are not allowed to each in the lunchroom with their student.

### Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in non-approved fundraising activities is a violation

of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. Fundraising rules and procedures are further outlined in [policy 511](#).

In lieu of a schoolwide fundraising campaign and the collection of classroom fees, DIS asks that families contribute a tax deductible donation of \$50 per child to our Parents in Education (PIE) organization. This practice will continue so long as the collection of donations yields an amount commensurate with other fundraising efforts. This practice does not prohibit individual groups within DIS to facilitate specific fundraising campaigns.

### Insurance

The school district does not carry insurance to cover student accidents other than liability insurance. The School Board does, however, make available to parents an accident insurance plan. Information on the insurance plan and enrollment instructions can be found on the district website.

### Lockers

- Each student is assigned a locker for his/her own personal use. Students should use only the locker assigned to them as they are responsible for that locker. Sharing lockers is not permitted.
- Student lockers would be kept locked throughout the school day.
- Do not give your locker combination out to anyone.
- Do not leave money or valuables in your lockers. These items may be checked in at the office for safekeeping until needed.
- As the lockers are school property, school authorities have access to lockers and will periodically open and inspect lockers. Per district [policy 502](#), personal possessions of a student within a locker may be searched only when school officials have a reasonable suspicion or probable cause that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions in a locker, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school authorities.
- Any student entering another student's locker may be subject to disciplinary action.
- You are expected to keep your locker neat and clean. If you want to hang pictures or photographs, you may use magnets, but not tape. Do not put any kind of stickers in your locker. Wet clothing must be taken home to prevent the locker from rusting and the clothing from getting moldy. Personal postings are not to be affixed to the exterior of a locker.
- Students are expected to keep their school bags/backpacks in the lockers assigned to them.

### Lost and Found

All articles found are placed in the "Lost and Found" in the main commons/cafeteria. The bus company also has a lost and found collection. Because of limited storage space, it is not possible to hold articles month to month. Therefore, at the end of each month and at the end of the school year all unclaimed clothing will be given to charity or discarded. Parents, please feel free to call or come into the office if your child has lost something of value. Please help prevent lost items by labeling your child's belongings. However, it is the responsibility of the child and parents to check for any lost items. Delano Intermediate School is not responsible for any lost or stolen items.

### Messages to Students

Please make every effort to communicate needed information to your child prior to the start of each school day. Students will not be pulled from class to take non-emergency phone calls and classes will not be interrupted to deliver messages to students. Students are not permitted to use their cell phones at any time during the school day. If you must leave a message for your student, please contact the office before 1:30 and they will be notified. Please clearly communicate any changes in after school routines/pickup plans with your student before school. The office cannot guarantee that messages will get to students on time.

## Money

When sending money to school with your child, it is recommended that the cash or check be sealed in an envelope with the child's name, teacher's name, and what the money is to be used for printed on the outside of the envelope (i.e., "Lunch Program," "Activity Fee," "Book Order," "School Store," etc.).

## Non-custodial Parent Policy/Access Rights

By statute, a non-custodial parent, just as a custodial parent, has the right to access and receive copies of school records and information, to attend parent-teacher conferences and to be informed about their child's welfare, progress and status. This would include, but not be limited to, access to school records, notification of school events, attendance at parent-teacher conferences, attendance at individual education program meetings, etc. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by a court order. The school district cannot restrict the rights of the non-custodial parent without notice of a court order providing otherwise. The custodial parent is responsible for advising the school building and/or school district when a court has issued an order limiting or restricting access by the non-custodial parent and providing a copy of the order to the school building and/or school district. The parent is also responsible for providing a copy of any revised orders that affect custody or visitation. If presented with such an order, the building principal and all other administrators, teachers or other persons who have supervision of the child or the child's records will be made aware of the order. Without a copy of a court order that specifies restraints against the parental rights of the non-custodial parent, the school will assume that both parents may continue to exercise parental rights.

## Nondiscrimination [\*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Human Resources Coordinator, Rebecca Ring as the district's human rights officer to handle inquiries regarding nondiscrimination. Contact information: 763-972-1952. 140 Elm Ave E, Delano, MN 55328.

## Notice of Violent Behavior by Students [\*\*]

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## Parent and Teacher Conferences

Parent and teacher conferences will be held twice per year. The dates of conferences are published annually on the approved school district calendar. For more information regarding conferences, contact the building principal.

## Pledge of Allegiance [\*]

Minnesota Law currently requires all public school districts to lead their students in reciting the Pledge at least once a week. The Pledge of Allegiance is included as part of the school day to teach citizenship, democratic values, and American History. Any student who does not wish to participate in reciting the Pledge of Allegiance for personal reasons can choose to remain silent and others must respect their right to make that choice.

## Recess

All students are expected to be outside in the recess area for supervised play during this time. In some cases, it may be necessary for a child to remain inside for health reasons. A note signed by a physician indicating the need to stay in for recess and the number of days to stay in will be honored.

Outdoor recess will be allowed in cold weather so long as an appropriately dressed child can be outside for 30 minutes safely. It is the parents' responsibility to ensure that a student arrives at school with the appropriate clothing for the temperature and conditions. Lack of appropriate clothing is not a reason to stay inside for recess. Recess will be held indoors when the actual or "feels like" temperature is -10 degrees or colder. Students can also expect to go to outdoor recess in the event of a light rain.

## Schedule

4th grade		5th grade		6th	
8:05-8:25	Tiger Time	8:05-8:25	Tiger Time	8:05-8:21	Tiger Time
8:25-9:45	Math	8:25-9:25	Core Block 1	8:21-9:08	Hour 1/Band
9:45-10:30	Specials/WiN	9:25-10:25	Core Block 2	9:11-9:58	Hour 2
10:30-11:15	Specials/WiN	10:25-10:55	Word Study	10:01-10:48	Hour 3
11:15-12:00	Reading	10:55-11:40	Recess/Lunch	10:51-11:38	Hour 4
12:00-12:50	Recess/Lunch	11:42-12:27	Specials/WiN/Choir	11:39-12:24	Recess/Lunch
12:50-1:30	Reading (cont)	12:30-1:15	Specials/WiN/Band	12:27-1:14	Hour 5
1:30-2:00	Writing/Planners/RA	1:15-1:30	Planners/RA	1:17-2:02	Specials/Choir
2:00-2:45	SS/Sci/LS	1:30-2:50	ELA/SS/Sci Block	2:05-2:50	Hour 7/Specials

	5th	6th	4th
<b>Recess</b>	10:55-11:15	11:39-11:59	12:00-12:25
<b>Lunch</b>	11:15-11:40	11:59-12:24	12:25-12:50

## School Closing Procedures/E-Learning Days

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over various media outlets. Additionally, phone calls and emails are generated using the district notification system with an attached informational message.

Please make alternative plans for potential weather-related events or cancellations and communicate these potential changes to your students.

Should schools be closed for an entire school day, Delano Schools will use "E-Learning Days" as an alternative to school cancellation due to inclement weather. DIS E-Learning Plan can be found [here](#) and will be reshared each Fall and again in the event of an emergency school closure.

## School-Home Communication

Communication from DIS will primarily be sent using Skylert messages as well as the DPS website. A weekly family email will be sent from the principal each Friday. Classroom teachers are not required to provide weekly communication but some may choose to do so.

In the event that a student or parent/guardian has a concern or complaint, we ask that communication follow the chain of command listed here:

- All concerns can be addressed to the student's teacher first. If a teacher sees a need, they will include administration.
- If a concern cannot be resolved by communication with the teacher, school administration can be contacted for additional support.
- If a concern cannot be resolved by communication with school administration, the school administrator may include the superintendent or other parties as needed.
- For additional information regarding the complaint process, please see school board [policy 103](#).

All members of the Delano community are encouraged to report acts of bullying, harassment, or harmful behaviors through the [Delano Safe Schools Tip Line](#). This is a completely anonymous reporting form.

### Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

#### **Lockers**

(see section on "Lockers")

#### **Desks**

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

#### **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### Beverages/Snacks/Gum/Candy

The only beverage allowed outside of the cafeteria at DIS is plain water. Gum is not allowed during the school day. Pop/Candy/Food should not be open in your locker throughout the school day. Snacks brought from home, to eat before/after school activities, must be sealed in a plastic container so as not to attract insects or rodents. Students bringing a sack lunch or breakfast are strongly encouraged to pack healthy food choices rather than pop, candy, and energy drinks. When sending treats to school, the State Health Department requires that only commercially packaged foods be used in schools. Please see [policy 533](#), School Wellness Policy, for clarification on preferred snacks/treats.

DIS administration reserves the right to prohibit specific food items from use in classrooms due to the presence of allergies among students.

### Student Clubs

At DIS we seek to encourage the participation of our students in a wide variety of arts and athletics. School activities provide an opportunity for the student to pursue other interests that contribute to his/her social, emotional and physical development. Below are a few opportunities for students to participate in co-curricular activities.

## **Athletics**

Athletic activities for 4th, 5<sup>th</sup> & 6<sup>th</sup> graders are often sponsored through [Community Education](#) and community organizations.

## **Academic Activities**

Academic activities that may be available for Intermediate School students include:

Math Masters (grade 6)	Student Council (grades 4-6)	Drama*
History Day (grade 6)	Destination Imagination*	Robotics*
The Growl News		

*\*These activities may be sponsored by Community Education.*

If your student is required to change their after school routine as a result of activity participation, please send a written note to the classroom teacher indicating the dates of the change.

## **Student Drop Off and Pick Up Procedures**

We encourage our students to ride the bus to reduce traffic congestion. However, we understand that riding the bus is not always possible.

### **Drop off Procedures**

If you need to drop off your child, we ask for your cooperation with these procedures. Students should be dropped off at the main entrance only, and should arrive by 7:55 am on regular school days, and 9:55 on late start Wednesdays. In order to provide a safe and efficient drop off, please pull up along the school sidewalk on the east side of the building. Do not drop off students in the parking lot. Have your child ready to safely exit on the sidewalk side when you stop. Do not leave your vehicle along the sidewalk to walk your child into the school building. After your child has exited the car, please leave immediately using the left lane so other parents can drop off their children. If you need to come into the building with your child, please park in the main parking lot. Students may not be dropped off prior to 7:30 a.m. which is when the front door will be unlocked. Refer to the diagram below for detailed information on parking lot procedures. Students arriving at school before 7:55 am will remain in the commons area.

### **Student Pick-up Procedures**

If you need to pick up your child, we ask for your cooperation with these procedures.

During the School Day If picking up your child during the school day, please send a note to the teacher stating the time of pick up and the office will issue your student a pass. At the time indicated on the pass, the student will sign themselves out in the office and go out to their ride independently upon arrival. If a note is sent in advance, there is no need for parents or guardians to enter the office for pick up.

#### End of Day Pick Up Procedures

Parents or caregivers must use the drop off/pick up lane adjacent to the building for picking up students at the end of the day. Do not pick up students from the parking lot or exit through the parking lot. Students will wait for pick up at door 2. Parents using the pick up lanes should use the interior lane for stopping and waiting for their students, while the outer lane should be used as a one way drive lane. Parents or visitors are prohibited from stopping or parking in the drive lane. Parents and visitors must always pull forward as space becomes available to allow for the free flow of traffic throughout the parking lot.

#### Change from Riding the Bus

If a student who normally rides the bus is to be picked up from school at the end of the day, they must have a note for the teacher stating that the child will not be taking the bus home. The note should include the name of the person who will be picking up the student and should be dated and signed by the parent. Students not having notes will be placed on the bus.

Parents will not be able to remove a student from the bus.

### **Bicycles and Students Walking**

Providing safe routes to schools for students via the bus, parent drop off/pickup, walking and biking is critical to ensuring the safety of our students. Complete information regarding student/pedestrian

traffic on school campus can be found on the [Safe Routes to School Flier](#).

All bicycles must be parked in the racks on the north side of the school. Students should securely lock their bike to the rack. The school is not responsible for damage that is incurred to bicycles on school property.

### DIS Parking Lot Information



Sidewalk / Trail

Street/Lot Crossing (not monitored)

Street/Lot Crossing (monitored)

Drop off/Pick Up Lanes

### Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-Sponsored publications may not be distributed without prior approval.

#### **Distribution of Non School-Sponsored Materials on School Premises [\*\*]**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" [policy 505](#).

#### **School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal.

### Student Records [\*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district’s “Protection and Privacy of Pupil Records” [policy 515](#) may be obtained on the district website.

### Release of Student Data

According to the Minnesota Data Practices Act, student directory information is public unless a parent requests that the information not be released. Parents who DO NOT want their child’s data released for the school year, must notify the school, in writing, by the first Friday of the school year. Parents can choose to opt-out of ANY or ALL of the categories listed below. This information will need to be updated each school year. The “Opt-Out of Release of Student Data” form is available in the school office. If you have any questions, you may contact the school office.

School Directory Information:

- Parent/parents’ names, address, and primary phone number
- Student name and year of graduation
- Photos/Video Transmissions Throughout the year, photographs and videos are taken in classrooms and at school activities. Some of these may be published in district publications or submitted to local newspapers. Photos may also be published on the district website with no or limited student identification.
- A child’s name will be used if necessary or the name of a teacher, grade and school might be used for photo identification. If you do not want your child’s name or photo to be used for these purposes, please complete the “Opt-Out of Release of Student Data” form.

### Student Surveys [\*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. A complete copy of the school district’s “Student Surveys” [policy 520](#) may be obtained on the district website.

### Transfer and Withdrawal Students

If a student is transferring from a school outside the district, a complete [Enrollment Package](#) needs to be completed online prior to receiving a schedule. The Enrollment Package includes a request for all educational records. A course schedule may not be generated for a student until records have been received.

DIS staff will consider student records when determining course requirements for all transfer students. This process will occur on an individual basis. Prospective students should contact the office to arrange for a visit. DIS students are not permitted to bring other students with them to school as visitors, because classroom space is limited, and it is a distraction to the learning process. DIS administration reserves the right to select a start date for new students that allows the classroom teacher and other building staff to adequately prepare for the student’s arrival.

Students planning to withdraw from school for any reason must bring a written statement from their parents to the office a minimum of one week prior to their last day in attendance at DIS. Educational records will only be released to the new school when the student has completed the withdrawal process. This means all teachers must report that all school materials have been returned, the locker cleaned, and a final grade can be issued. Student records will be mailed upon request to the school to which the student is transferring.

### Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students more from the school. Transportation will be provided on all regularly scheduled school days or makeup days. Transportation will not be provided during the summer school break, except in certain circumstances. The

school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian.

#### **Extracurricular Transportation**

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

#### **Video and Audio Recording**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

#### **Parking on School District Property**

##### **Visitors**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

## **Part 2 - Academics**

#### **Alternative Educational Opportunities**

The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact their student's teacher or the building principal.

#### **Field Trips**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation. Students will be assessed fees for field trips that are not required and which are supplementary to the curriculum. Students will be provided alternative educational opportunities should they choose not to attend field trips.

#### **Gifted and Talented**

Gifted and Talented (GT) services are offered in various forms throughout the intermediate school. Typically, our GT coordinator works with individual teachers to develop and assist with special projects intended to significantly extend the learning opportunities for selected students. Most commonly, the GT coordinator works collaboratively with teachers of the advanced courses in reading/language arts. However, GT programs are flexible and made available throughout the year. For more information on the GT program at the intermediate school, visit the [school website](#).

#### **Grades**

Students' grades will be reported each trimester during the year. Report cards will be posted to [Skyward Family Access](#) for review shortly after completing each trimester. Online grade reports may also be reviewed on Skyward Family Access throughout the duration of the grading period for students in 5th and 6th grade. Parents/guardians should feel free to call, email, or set up a meeting with teachers regarding student progress at that time or at any time.

## Grading System

Grades are a representation of a student's current learning relative to the standards of the course. As such, DIS employs a system of Standards-Based Grading that encourages student learning. For more information about Standards-Based Grading, please refer to [this document](#).

### Family Access

We provide you with the ability to view student information via the internet anytime. Information available includes missing assignments, current grades, report cards (in Portfolio), attendance, discipline, school lunch information, student and family demographics, etc. Link to [Family Access](#) via the Delano Public School [website](#). If you need further information, contact the DIS office.

### Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered in very rare circumstances when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

## Homework Procedures

Delano Intermediate School staff utilize [DIS Homework Practices](#) for all classes. This system has been developed by a task force consisting of staff and parents for the purpose of developing holistic learners. More information regarding our homework practices can be found on the school's website.

A brief summary of each teacher's homework expectations will be given to students as well as reviewed with the entire class at the beginning of each school year. Teachers will post their assignments either using their class Homework Page or Google Classroom.

## Media Center Materials and Textbooks

Textbooks are furnished free of charge by the school district to each student. Students are expected to take care of the books to prevent soil or excessive damage. It is expected that students will cover their books to ensure that they will be kept in good condition. Students are responsible for the care of their assigned books. Textbooks are very expensive, therefore, students will be charged for lost or damaged books to ensure that there are appropriate and necessary materials available for all students the following year.

All media center materials are to be returned at least one week before the last day of school. Parents will be notified of overdue materials by written notice and/or a phone call. Parents will be asked to pay replacement costs of materials that are not returned. Written requests for payment will be issued shortly after the due date of all library materials. Money will be refunded for materials that are later found and returned. Students who do not return borrowed materials or pay for replacement will not receive their report card and will have restricted access to materials in the future.

## Music, Band, and Choir

Music is an important area of study for students at the intermediate level. 4th graders will participate in general music. 5th and 6th graders must take band or choir. Band and Choir grades are based on participation, performance, and attendance at concerts. Our expectation is that students attend ALL rehearsals and concerts. In addition, band students are expected to attend a weekly lesson and, of course, practice on a daily basis. Families must acknowledge that choosing band as a music option may incur costs due to instrument rentals. It

may be possible for students to participate in both band and choir in 5th and 6th grades; however, these options are subject to other needs of the student.

### **Parent Right to Know [\*]**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- whether the student is provided services by paraprofessionals and, if so, their qualifications.
- In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments.
- The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **Planner**

DIS students are provided with a planner page each week. This planner is to be used as an organizational tool and is used to varying degrees based on the grade of the student. 4th graders check planners daily, 5th graders weekly, and 6th graders are given the option and encouraged to continue to use planner pages as an organizational tool as they transition to high school. Parents are asked to review and initial the planner in accordance with grade level expectations and may use it as a communication journal with the teacher.

### **Standardized Testing**

Delano Intermediate School participates in various standardized testing programs to assess student progress and the overall health of our curricular programs. Much of this testing is mandated by the Minnesota Department of Education. For specific information on testing dates, refer to the [DPS Testing Page](#).

For information on opting out of standardized testing, visit the above site and/or speak to your building administrators. Opt out forms must be submitted each school year.

## **Part 3 - Student Expectations and Discipline Procedures**

### **Academic Dishonesty**

Academic dishonesty includes, but is not limited to cheating on assignments or tests, plagiarizing, submitting the same or substantially the same work as another, completing work for a student, depriving another student of course materials, and interfering with or sabotaging another's work. Students who are in violation of this policy may be subject to additional consequences and be required to redo the assigned task on their own time. The consequence will depend on the severity of the incident.

### **Attendance [\*\*]**

Regular school attendance is the primary responsibility of students and is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. Students are required to attend school according to the Compulsory Attendance Statute of Minnesota (Minn. Stat. § 120.101). It is the parent's responsibility to plan appointments, vacations, and other absences according to the district calendar.

## **Procedures**

Parents must notify the school by 9:00 a.m. if their child will be absent that day. The attendance line is 763-972-7602. Parents should state the child's name, grade and reason for the absence. When a parent does not call in by 9:00 a.m., the school will contact a parent to verify the absence. The student's absence will be marked unexcused if the school does not receive parent notification within two school days. Make-up work is required for all work missed due to absences. The make-up work is the responsibility of the student, not the teacher. Assignments missed can be found on the grade level homework page or on individual teacher's Google Classroom pages. It is the student's responsibility to contact teachers to clarify any questions regarding the work to be made up.

## **Excused Absences**

According to district policy, illness, funeral, medical or dental treatment, court appearance and religious instruction are excused absences. Additionally, students are allowed to take the written driver's exam and the road test for your Minnesota driver's license during school hours, however, you need a pass from the office to leave school to take either test. All other reasons are unexcused, including oversleeping and missing the bus. All students will be marked unexcused until we receive parent notification. Any absence for longer than three consecutive days due to illness will require a note from a medical provider. Parent notification does not automatically mean the absence is excused. DIS administration reserves the right to determine the validity of absences and make a determination of excused versus unexcused.

For all absence types, once a student has reached 10 full day absences, a notice will be sent to the family via Skyward notifying them of the number of absences the student has accumulated. After a student has reached 15 full day absences of any reason for the year, an Attendance Warning Letter will be sent to the child's parent or guardian. This letter indicates that future absences should be avoided and that DIS administration will be monitoring attendance more closely. Once a student reaches 20 absences, a second Attendance Warning Letter will be sent home. After 20 absences, any absence that is not pre approved by an administrator or accompanied by a doctor's note following examination and stating a reason for the absence may be deemed an unexcused absence. As an alternative to a doctor's visit, students may be brought to the school nurse to verify illnesses that require an absence.

## **Unexcused Absences**

An unexcused absence is defined as absence from school for any period of time without knowledge of the parent/guardian and/or authorization from the office or absence without adequate reason. Minnesota law requires students to attend school until they are 17 years old. DIS staff work with Wright and Hennepin Counties to encourage and enforce student attendance. The school reserves the right to require medical verification in cases where student absences are excessive. If a student is determined to be truant or absent without an excuse they will receive the following ranges of consequences including, but not limited to, conference with administration, detention, ISP, OSS, or referral to the appropriate truancy program. [More information regarding the Wright County Truancy services can be found on their website.](#)

## **Family Vacation Policy**

While Delano Intermediate School recognizes the value of family time and trips we strongly encourage families to schedule vacations at times school is not in session as designated on our school calendar. The official school calendar can be accessed each year on the [school district website](#). While it's possible for students to do makeup work, the quality of their learning experience is not the same as if they were in class. Make-up work cannot duplicate the learning that takes place via lectures, discussions, demonstrations, group work, labs and student/teacher presentations.

Should parents decide to remove their child from school for vacation purposes, a written notification or email stating the dates that their child will be absent should be submitted to the school office and each of the student's teachers FIVE school days in advance of the date of departure. Teachers are not expected to provide work in advance of an extended absence.

### **Tardies**

Late to School – When a student is late to school, he/she must present a written note to the office. A pass is required to enter his/her first class of the day. If a student is frequently late to school, additional intervention from administration or Wright county may be implemented. It is important that all students are present for the entirety of the school day. Families should contact building administration if they are in need of support in getting their student to school on time

Late to Class – Regular classroom attendance assists students in developing successful life skills including self-discipline, responsibility, and punctuality. An unexcused tardy is failing to be in the designated area at the designated time. A pattern of unexcused tardies may result in disciplinary action through the DIS office.

### **Leaving School During the Day**

Students are required to remain in school the entire day unless excused by the office. Students who need to leave during the school day must present a note to the office before school. The administrative assistant will issue a pass to be presented to the student's teacher at the time of departure. All efforts should be made to arrange for notification of students leaving early before school on the day of the expected absence.

For more information regarding the district's attendance policy, please refer to the [district website](#).

### **Physical Education Excuses**

All students are expected to participate in all classes, including Physical Education, to the best of their ability. All notes and excuses regarding Physical Education must be brought to the Health Office for the nurse to review. In most cases, the student may participate with some modifications and will still be expected to attend class. Any illness or injury that requires more than two days out of class will require a note from your healthcare provider. It should designate the number of days the student is excused and specific limitations or restrictions. The note may be faxed from the student's clinic to the DIS school office.

### **Backpacks, Jackets/Coats, and other Personal Items**

For classroom space and safety purposes, all backpacks, purses, bags and heavy winter coats/jackets (outerwear) must be kept in student lockers during the school day (8:05 am - 2:50 pm). Student lockers are to be used for storage of these items and as an organizational tool. 6th grade students will use a trapper keeper to help minimize time spent on student transitions at their lockers. Students are expected to dress appropriately for outside weather and inside building/classroom conditions.

### **Bullying Prohibition [\*]**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" [policy 514](#). All members of the Delano community are encouraged to report acts of bullying, harassment, or harmful behaviors through the [Delano Safe Schools Tip Line](#). This is an anonymous form.

## Buses – Conduct on School Buses and Consequences for Misbehavior [\*\*]

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

**While waiting for the bus** or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

**While riding a school bus**, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures in collaboration with the transportation company. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

## Classroom Behavior Expectations

In all classes and at all times while participating in school activities, students are expected to demonstrate the character traits of Tiger Pride as well as the DIS Habits of a Scholar. That is to say that students should consistently demonstrate Positivity, Respect, Independence, Dependability, and Empathy. In the classroom we expect students: focus and resist distractions, demonstrate self-control, have grit and sustain attention, arrive prepared and ready to learn, engage and stay on task, complete quality work.

The classroom is for one purpose only: learning. Teachers, under the consultation of the building administrators have the discretion to employ effective classroom management strategies.

### Removal from Class

Any time a student interferes with learning, regardless of the degree, the student is subject to removal from class. When students are causing a problem that the teacher considers a disruption to

class progress, the student may be sent to the office. In the judgment of the administration, if a student's behavior is sufficiently disruptive as to seriously curtail the learning environment, students can be permanently removed from class.

### **Discipline [\*]**

DIS is a PBIS school. This means we offer a tiered system of Positive Behavior Interventions and Supports. Some of these include:

#### **Tier 1 (for all students):**

Teaching of schoolwide expectations, common response to positive student behavior including behavior specific praise and individual incentives, and common response to negative student behavior that includes additional reflection and instruction.

#### **Tier 2 (for some students)**

Students in need of additional behavior support may be referred to the office or to small group behavior supports.

#### **Tier 3 (for a few students)**

Ongoing, high-needs behavior may be addressed through an individualized intervention or support plan either through special education or other means available.

### **Major and Minor Behaviors**

Students are responsible for their behavior and actions. DIS has identified "major" and "minor" behaviors to provide a general guideline for issues managed in the classroom v. issues managed in the office. It is the intention of DIS staff to promote management practices that support student learning by keeping students in the classroom as much as possible.

#### Minor Behaviors: Teacher Managed Classroom Management Practices

Teachers are empowered to manage student behaviors in their classrooms. For those instances in which concerns are consistently present, teachers will use the following steps.

- Step 1 - Verbal/nonverbal correction in class
- Step 2 - Second correction may result in temporary removal from class for reflective/corrective purposes/Tiger Reminder Slip
- Step 3 - Teacher assigned consequence
- Step 4 - Referral to Assistant Principal
- Step 5 - Referral for individualized behavior intervention planning

Teachers have the right to skip steps, in consultation with the building principal(s), in response to the severity of the incident.

#### Major Behaviors (or multiple minor): Office Managed Discipline

Office discipline is required following a student's progress through the steps of teacher managed behavior, OR in an incident in which a student has violated Board policy (i.e. harassment, bullying, fighting, etc.). The discipline officer will review the incident, conduct an investigation if necessary, and assign consequences in consideration of the severity of the incident, age of the student, and student history.

### **Consequences**

Warning - A warning will be used for minor offenses and as a means for documenting concerns. Depending on the severity, age of the student, and other factors, a parent may or may not be called by a member of the DIS staff.

Detention - A detention may be used following one or more warnings. It may also be used following a first offense depending on the circumstances of the incident. Detention typically

means that a student is temporarily not allowed to participate in unstructured activities such as lunch or recess with their grade level peers. Detentions are served in the office with supervision.

In School Suspension (ISS) - ISS may be used in the case of major offense in a case where the student is still able to attend school during the school day but will do so in a setting separate from their regular schedule. Students will be supervised and given class work to complete during this time.

Out of School Suspension (OSS) - OSS is used generally for students who violate school policies that endanger the health and/or safety of themselves or others. The principal or his designee has the prerogative of issuing out-of-school suspension as may be deemed necessary for any violation of school policy in accordance with the Minnesota Pupil Fair Dismissal Act (M.S. 127.26- 127.39). All assignments issued during out-of-school suspension must be made up.

Individual Cases: The principal or a designee may, at their discretion, impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis. To the extent that any provision of this Handbook conflicts with District Policy 506, Student Discipline, the language in District Policy 506 controls.

Community Service / Restitution - This consequence is typically used for theft, vandalism, and other infractions to district, staff, or student property and is only assigned in consultation with parents/guardians.

Miscellaneous / Other - This consequence is used for creative consequences that may not fit the previously defined items when it is necessary to fit the consequence to the infraction.

In all of these cases, parents will receive a notice of discipline and appropriate learning opportunities will be provided to the student through additional services (mediation, restorative justice practices, etc). It is the desire of DIS staff that students learn from their mistakes; as such, any consequence assigned will be tailored to meet the needs of the student and the infraction that has occurred. Any school assigned consequence takes precedence over ALL after-school activities. Rehearsal, practice, game and appointments are not acceptable excuses for missing detention.

All employees of Delano Public Schools have the responsibility and authority to enforce school expectations. This includes principals, teachers, counselors, administrative assistants, nurses, librarians, cooks, custodians, paraprofessionals, and anyone else employed/contracted by the school.

### **Dress and Appearance**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

**Appropriate clothing includes, but is not limited to, the following:**

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Hats, hoods and other head coverings are not allowed inside the school building. Exceptions may apply and must be approved by the administration.

**Inappropriate clothing includes, but is not limited to, the following:**

- Clothing that is not in keeping with community standards. For example, exposed torso or visible undergarments.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.

- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

### **Harassment and Violence Prohibition [\*]**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" [policy 413](#) can be found on the district website. All members of the Delano community are encouraged to report acts of bullying, harassment, or harmful behaviors through the [Delano Safe Schools Tip Line](#). This is an anonymous form.

### **Hazing Prohibition [\*]**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" [policy 526](#).

### **Technology in the School**

#### **Cell Phones and Other Electronic Communication Devices**

Cell phones and other devices should be kept in a student's locker until dismissal at the end of the day. Parents: Please contact the school in emergencies (763-972-7602) and not the child's cell phone, as we may need information to assist you accordingly.

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Wearable technology with capabilities for communication may be worn during the school day under the following conditions: all notifications are silenced, the device is not a distraction to the learning environment, and all other rules listed in the previous paragraphs are followed.

**Recording devices**

Students, parents, and other non-school personnel are prohibited from taking photos, recording video and/or audio of another person without administrative or teacher approval.

**School Issued Technology**

Students are expected to correctly handle and use school-issued chromebook/laptops/desktops in a safe and responsible manner. If it is determined that damage was caused by student misuse or carelessness, the student may be required to reimburse the school district for the repairs or replacement of such devices. Insurance for student Chromebooks is available to both 5th and 6th grade students at DIS. Information regarding insurance will be shared each Fall. Progressive steps may be taken for regular misuse leading to minor damage:

- Step 1: Tiger Reminder indicating damage repaired
- Step 2: Tiger Reminder and limited access to school technology
- Next Steps: Limited to no access to school technology, device not allowed to go home (6th grade), fees assigned to family

**Social Media**

Students are prohibited from posting, continuing, or liking any comments, photos, videos, etc. about any staff member or student that would be considered inappropriate or disparaging. Even if the comments are intended to be sarcastic. Sarcasm does not read well and therefore cannot be interpreted as such.

**Staff Images**

Images of other students or staff are not to be used without the expressed permission of the person(s) in the image. This includes but is not limited to social media posts, avatars, memes, profile pictures, and emails etc.

**Internet/Technology Acceptable Use Policy**

The Internet is available to you at Delano Intermediate School for educational use only. Internet use must be consistent with the educational goals of Delano Public Schools, and may not be used for any illegal purposes. The Internet may not be used to transmit threatening, obscene, or harassing materials. Students are not allowed to transmit, originate, or receive any messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, involvement in any business or commerce activity.

The School District will not be held responsible for any illegal or improper use of the Internet. Upon signing the acknowledgement and receipt of the student handbook the student is acknowledging an understanding that holds them responsible for use of the Internet. The Internet may not be used to interfere with or disrupt network user services or equipment. Disruptions include, but are not limited to, unsolicited advertisement, propagation of computer worms or viruses, using printers other than those designated by the school, and using the network to make unauthorized entry into any other machine accessible via the network.

Delano Public Schools makes no warranties of any kind, whether expressed, or implied, for the services on the Internet, and will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the District/School's negligence or by user error or omissions. Use of any information obtained via the internet is at the user's own risk. Delano Public Schools specifically denies any responsibility for

accuracy of or quality of information obtained through its services.

In accordance with the Electronic and Communications Privacy Act (e-mail), students and families are hereby given notice that there are no facilities provided by Delano Public Schools for sending or receiving private or confidential electronic communications. All messages shall be determined to be readily accessible. Any violations of the Acceptable Use Policy may result in disciplinary action, revocation of the user account, and/or appropriate legal action, including suspension from school. Students must also agree to report any misuse of the information system to the school technology representative, teacher, or administrator.

The entire policy, [policy 524](#) Internet Acceptable Use and Safety Policy can be found on the District website.

### **Personal Belongings**

Personal belongings are defined as anything not specifically prescribed by staff as necessary for learning and/or items belonging to an individual student. These items may cause distraction, lack of concentration, interfere with the learning process and may be broken, lost or stolen. To prevent the negative effect of these items, students are encouraged to leave items at home or in their locker. Misuse of these items are subject to discipline according to the policies and procedures outlined in this handbook and on the district web page. Delano Intermediate School is not responsible for theft, damage, or loss of personal items

### **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [\*\*]**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Refer to the district website for detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" [policy 419](#). Contact the building administrators if you have questions or wish to report violations.

### **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes lookalike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and a possible recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. Refer to the district website for a copy of the "School Weapons" policy [501](#).

## Part 4 - Health and Safety

### Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the District Nurse, Tina Prior at Delano High School. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### Asbestos Management Plan [\*]

The school district has developed an asbestos management plan. A copy of this plan can be found with the Buildings and Grounds Lead, Martin LiraLanda at Delano High School.

### Building Security

- All doors are to remain locked during the school day, with the exception of the main entrance door into the intermediate school. Students, staff and visitors are asked to help us by not opening or propping open any doors during the school day. Some entrances will be open periodically during the day for morning arrival and recess.
- All district employees wear identification badges and visitors/volunteers will receive a badge to wear when they sign in at the office.
- Security cameras are used throughout the building to ensure students safety.
- Fire, lockdown, and severe weather drills are held throughout the year.

### Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans. The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### Emergency Drills

#### **At all times, it is critical to follow the instructions of staff**

#### **Fire**

In case of a fire, students should leave their books in the classroom, leave quietly and go directly to the exit stipulated by the teacher. Students should move away from the building sufficiently so that they cannot be struck by falling debris. Students must also leave room for the fire department to operate.

**False Fire Alarms:** Students who pull a false fire alarm will be suspended from school for three days, will be reported to civil authorities and charged with a felony.

#### **Lock-down**

In the event of a lockdown, covering in place is only one option to maintain student safety. Students must follow teacher/staff instructions. Staff are trained and directed to make decisions based on the information they have in an emergent situation that will keep their students as safe as possible; this may include evacuation, or a number of other options. Students who are not in their classroom at the time a lockdown is signaled should immediately go to the nearest supervised classroom if possible.

#### **Secure Mode**

Secure mode will be entered into when the school has reason to believe there may be a threat to the school from an outside entity, or if there is a situation within the building that requires student movement in the hallways to be limited (search for a missing student, large spill clean up, etc). During

secure mode, the exterior of the building will be locked and any outside classes will be brought into the building. Classes will continue inside the building as normal.

#### **Tornado/Severe Weather/Shelter in Place**

Students will be directed by their teacher to the nearest designated tornado drill hallway.

To opt your student out of participating in Lockdown Drills, please submit a signed copy of the opt out form available in the DIS office.

### **Emergency Information**

Every student enrolled at Delano Intermediate School must have emergency information on file. Parents must complete the online Health and Emergency Form at the beginning of each school year. This emergency form is our first source of information if we need to contact your parents/guardians in an emergency or if we must obtain emergency medical treatment for you.

### **Health Information**

#### **Health Service**

The student health office is staffed by a trained nurse during school hours for student illnesses, injuries, and medication administration. Students who become ill during the school day must go to the health office so the nurse can assess the student and call parent/guardian. A student reporting to the health office must first obtain a pass from the teacher or, if it is during passing time, from his/her next hour teacher. **Students cannot leave the building when they are ill unless the Health Office receives parent permission. Any parent who receives a call from an ill child should direct them to visit the school nurse.**

#### **Illnesses**

Students must be excluded from school when they have a fever greater than 100 degrees, if they are vomiting, or if they have diarrhea. Students should be free of these symptoms for 24 hours without the use of over-the-counter medication to return to school. Also, when diagnosed with a contagious infection, students may return 24 hours after starting medication.

Students who are injured while in school should report to the health office, supervising teacher, or coach immediately.

#### **First Aid**

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) in the following locations:

Entrance to the DIS Gym (first floor)

Hallway near the elevator (second floor)

Tampering with any AED is prohibited and may result in discipline.

#### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a

communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Immunization documentation is required before the first day of school. If we have not received this documentation your child will not be able to participate in school until documentation is in the health office. The nurse will notify those students in need of immunizations. A complete guide to immunizations can be found on the MN Department of Health at ["Are Your Kids Ready for School"](#).

### **Medications at School During the School Day**

Parents/guardians must provide medications (prescription and over-the-counter) for their children. A "Medication Administration Form" needs to be completed, signed by the student's parent **and** physician for all prescription medications. Prescription medications must be in containers with the pharmacy label, and over-the-counter medications must be in the original container. Students in Grades 7-12 may carry and self-administer inhalers and/or Epi-pens if permission is provided by the student's physician and parent/guardian. Prescription medications must be kept in the health office and are not to be carried or self-administered by students, unless documented otherwise in the student's health record. Medications brought in unlabeled bottles, baggies, etc. or without proper authorization will not be given. Marijuana is not allowed on school property even if prescribed. The health office will not administer dietary supplements, herb products, or any other products not regulated by the U.S. Food and Drug Administration.

### **Individual Healthcare Plans**

Skyward Family Access. As part of this submission, it is the parent's responsibility to notify the office of any health condition that may require special care and provide contact information for healthcare. Each year, parents/guardians are required to update each student's Health and Emergency Form in providers. Once received by the school nurse, it will be reviewed to determine if an Individual Healthcare Plan or Section 504 Plan is required.

### **Mental Health Services**

#### Social worker

The DIS social worker works closely with administration and teachers to support student attendance, the development of problem solving skills, peer interactions, coordination of services, community services liaison, and more. The social worker provides small group and individual sessions for students on a scheduled or as-needed basis. All students and families utilizing social work services must understand that the social worker will share information with other school staff on an educational need to know basis.

#### School Linked Therapist

Delano Public Schools works closely with LifeStance Health in a contract relationship made possible through a Delano-Loretto Area United Way Grant to provide a licensed therapist to be onsite for providing services covering a wide variety of mental health needs. This relationship

allows students convenient access. The school linked therapist will work with families to coordinate insurance billing . Families interested in pursuing mental health services should consult the school social worker.

### **Pesticide Application Notice [\*]**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting Buildings and Grounds Lead, Martin LiraLanda located at Delano High School.

### **Pets and Animals in School**

Pets or other animals will not be allowed in school without an administrator's permission. Upon receiving permission, the owner/handler is agreeing to all terms provided by the administrator. First, and foremost, the owner/handler is agreeing to maintain control of the animal at all times to ensure the safety of staff and students. Animals are not allowed on school provided transportation. Pets or other living animals are not allowed on buses. Board [policy 535](#) is followed with respect to service animals.

### **Visitors and Volunteers in District Buildings**

#### **Visitors**

Any person who is not a Delano Public Schools employee or an active student of record who wishes to enter Delano Intermediate School during the school day is considered a "visitor" under this section. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the DIS office upon entering the building, with the exception of events open to the public. All visitors will be required to present a government issued ID to the office staff and wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the administration. Any person who does not follow these sign in procedures is considered to be in violation of the criminal trespass statute Minn Statute 609.605 subd 4. Students will NOT be pulled from classes to meet or speak with a parent or visitor.

#### **Volunteers**

A volunteer is any person who may be unsupervised with a student during the school day or during a school sponsored activity. Parents and/or community members are welcome to volunteer their time at Delano Intermediate School. Volunteering opportunities must be arranged with a member of the administration or staff prior to the occasion. Any interested persons should contact the school office and complete the necessary process at least two weeks before volunteering can begin. All volunteers are required to register annually. DIS staff will solicit volunteers for assistance in organizing special events, supervising students on field trips, and more. Volunteers are prohibited from taking pictures during their service to the school. Further, volunteers are expected to follow all sign in procedures for visitors when attending school. Please visit the [district website](#) or contact Anna Becker (DES Administrative Assistant) at 763-972-6200 x1312 to become a volunteer. Anyone who is looking to explore new areas for volunteering opportunities should contact the DIS principal.

## **APPENDICES**

### **Appendix A** **BOARD POLICIES**

All Board Policies can be accessed on the District Web Page. Specifically, students and families should pay attention to the following:

#### **ACCESS TO SCHOOL BOARD POLICIES**

- Policy 413 - Harassment and Violence
- Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 417 - Chemical Use/Abuse
- Policy 418 - Drug-Free Workplace/Drug-Free School
- Policy 420 - Students and Employees with Aids and Certain Other Communicable Diseases and Infectious Conditions
- Policy 502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person
- Policy 504 - Dress Code
- Policy 514 - Bullying Prohibition Policy
- Policy 515 - Protection and Privacy of Pupil Records
- Policy 524 - Internet Acceptable Use and Safety Policy
- Policy 526 - Hazing Prohibition
- Policy 532 - Use of Peace Officers and Crisis Team to Remove Students with IEP's from School Grounds

## Appendix B

### OPT OUT INFORMATION

According to the Minnesota Data Practices Act, student directory information is public unless a parent requests that the information not be released. A parent/guardian must complete and return a form **ONLY** if they choose to opt *out* of **Student Directory Information, Photo/Video/Interviews, Military Recruitment, or Lockdown Drills**. Please find this form in the building office your child attends. Please contact your building principles with questions.